

ADMINISTRATIVE - INTERNAL USE ONLY

Chief, Supply Division

25 April 1963

(Attention: [redacted])

CIA Records Administration Officer/HMS

Tour [redacted]

1. In accordance with my telephone conversation today with [redacted] I propose that the Agency Records Officers make a tour [redacted] to see surplus filing equipment, filing supplies and related items. I propose that this tour be held on 5 June at 10:30 A.M.

2. I estimate that there will be about 20 in the group. I will arrange for transportation to and from the building. We will be particularly interested in them seeing filing cabinets, shelf filing equipment and any other items in surplus which you think would be of interest to them. It will be desirable to eliminate all paperwork when any of the Records Officers select surplus equipment for their use.

3. A similar tour was conducted [redacted] in 1960. At that time more than 200 pieces of surplus equipment were identified for use by Agency offices.

4. Is it possible to have current listings of surplus filing equipment and supplies made available to the Agency Records Offices? I believe such an arrangement would provide a medium for prompt utilization of surplus stock of this material. I will be glad to assist in the developing of this procedure and will make available the names and addresses of the Agency Records Officers.

5. Please feel free to contact me or [redacted] of my Staff for any additional information or assistance.

✓ cc: [redacted] - take copy with you to ARO meeting 2 May, 1E-78, Hq.

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